

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. C-818**

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<b>Agency</b>	<b>Division/Unit</b>
Harford County Government	Treasury

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	This series of documents applies to the Treasury Department and includes standard Treasury forms as well as other documents which provide supporting data for general Treasury needs.	
1.	Accounts Payable Files	Retain for 4 yrs. on CD-ROM or other acceptable alternative media; after which destroy.
2.	Transfer of Appropriations	
3.	Waste Energy Tickets	
4.	Miscellaneous Invoices	
5.	Bank Reconciliation Documents	
6.	Cancelled Checks (A/P & PR)	
7.	Monthly Financial Reports	
8.	Daily Reports	
9.	Journal Entries/Cash Reports	
10.	Property Tax Listings	
11.	Tax Receivable Reports	
12.	Payroll Records:	
	A. Monthly State Tax Reports	Retain for 4 yrs. on CD-ROM or other acceptable alternative media; after which destroy.
	B. PAA's/Emp. Cards/W-4/Termination Reports/W-2	
	C. Time Sheets	
	D. Gross Payroll Reports	
	E. Leave Balance Reports	
13.	Water and Sewer Accounting Records:	
	A. Payroll Registers	
	B. Assessment Cards	
	C. Tris Reports	
	D. Assessment Billing	
	E. Water and Sewer Billing	
	F. Area Charge Ledger	
	G. Meter Connection Reports	
	H. Customer Service Cards	
	I. Sundry Invoices	
	J. Sundry Ledger	
	K. Sundry Payments	

Schedule Approved by Department,  
Agency,  
or Division Representative.

Date APRIL 8, 1998

Signature James M. Jewell

Typed Name James M. Jewell

Title Treasurer

Schedule Authorized by State Archivist

Date APR 27 1998

Signature Edward C. [Signature]